



FORESTRY AND FIRE PROTECTION ADMINISTRATOR

2FS08

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: December 15, 2021
FINAL FILING DATE: January 12, 2022
EXAM TYPE: OPEN
SALARY: \$8,273.00 - \$10,436.00
LOCATIONS: Statewide

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date of **January 12, 2022** unless otherwise noted on the class specification.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and you **MUST** submit the [Accommodation Request Form](#)

[\(STD. 679\)](#) with your application. This can also be found on the California Department of Human Resources website.

HOW TO APPLY

To apply for this examination, please complete and return the following:

- [Examination/Employment Application \(STD.678\)](#). This can also be found on the California Department of Human Resource's website. *You may submit your application by mail or in person.*
- A Statement of Qualifications (SOQ) is a written document responding to the desirables in the **EXAMINATION INFORMATION** which will describe a candidate's experience, education, training, knowledge, skills and abilities as they relate to the desirable qualifications listed below.

SUBMIT BY MAIL OR IN PERSON:

Department of Forestry and Fire Protection
710 Riverpoint Court
West Sacramento, CA 95605
Examination Unit – (Attn: Elena Villegas)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date of, **January 12, 2022**, will not be accepted for any reason.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

PLEASE NOTE

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

If using the United States Postal Service (USPS) for delivery, there is no guarantee that your application will be postmarked and arrive by the final filing date. If your application does not have a postmark and arrives after the final filing date, your application will not be accepted into the examination. Therefore, to ensure timely delivery of your application, it is recommended that you use either parcel service, or certified mail. Using one of these options will provide proof the application was sent prior to the final filing date."

EXAMINATION INFORMATION

It is anticipated that exams will be held in **February/March 2022**.

To obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. *This exam will consist of the following:*

A STATEMENT OF QUALIFICATIONS DOCUMENT WHICH RESPONDS TO THE FOLLOWING FIVE DESIRABLES:

1. Provide at least two examples of how your experience in leadership/program development/implementation has helped accomplish CAL FIRE's strategic plan.
2. Provide at least three examples of your experience serving at the command or general staff level during all hazard emergency incidents.
3. Provide at least three examples of your experience engaging with elected officials/agencies/stakeholders to establish or maintain effective cooperative relationships that help achieve the Department's mission.
4. Provide at least one example of your experience with each of the following:
 - A) The establishment/implementation of a Budget Change Proposal.
 - B) Successful utilization of a State or Department fiscal processes.
5. Provide at least three examples where you have demonstrated leadership in a professional program/committee/work group/training cadre.

When preparing your Statement of Qualifications; follow the instructions below:

- Answer each item separately, in order, and clearly label to correspond to the desirable qualifications to which you are responding.
- Please use Arial font, size no smaller than 10
- Limit your responses to no more than a total of five pages (**Only the first five pages will be scored**)
- Your document **MUST** be typewritten (**NO handwritten narratives**)
- Please clearly label the number that corresponds to the question to which you are responding.
- You may include multiple responses on a single page.

In this type of exam, the **STATEMENT OF QUALIFICATIONS DOCUMENT** is the examination. The SOQ serves as a documentation of each candidate's ability to present information clearly and concisely in writing and is your written presentation to the examination panel. In your SOQ, please address how you possess each desirable qualification using specific examples of your education, training, and experience.

APPLICATIONS RECEIVED WITHOUT A STATEMENT OF QUALIFICATIONS MAY RECEIVE A DISQUALIFYING SCORE.

PLEASE NOTE: All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [Forestry and Fire Protection Administrator](#) classification specification, which is located on the CAL HR website. Use this information when preparing for this exam and retain this bulletin for your reference.

MINIMUM QUALIFICATIONS

EITHER I

One year of experience in the California state service performing the duties of a Deputy Chief or a Forester III.

OR II

Two years of experience in the California state service performing the duties of a Division Chief, California State Fire Marshal's Office; Assistant Chief (Supervisory); Assistant Chief (Nonsupervisory); Forester II (Supervisory); Forester II (Nonsupervisory); and Fire Prevention Officer II.

OR III

Experience: Three years of forestry experience which has included responsibility for an extensive administrative area, a major staff activity, or an extensive resource management project. Such experience must have been at least comparable to that of a Deputy Chief or a Forester III in the California state service.

AND

Education: Equivalent to graduation from college with specialization in forestry, resource management, or other closely related natural resource field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

ELIGIBLE INFORMATION

A Departmental eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

POSITION DESCRIPTION

Under general direction, to assist a Region Chief in planning, organizing, and directing programs of the Department of Forestry and Fire Protection, to serve as Assistant Region Chief, and to act in the absence of the Region Chief; or to have in-charge responsibility at the Fire Academy for administration of statewide training; or, in departmental headquarters, under the general direction of a Deputy Director, to coordinate a complex and difficult statewide program in the area of resource management or fire protection; and to do other related work.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Writing elements (e.g., spelling, grammar, sentence structure) to ensure written materials are complete, concise, and error free.
2. Mobile communication devices (e.g., cell phones, radios, portable repeater) to effectively communicate in emergency and non-emergency situations.
3. Basic business office methods, protocols, and procedures to complete daily tasks for successful job performance.
4. Supervisory and management principles to effectively manage staff.
5. Basic mathematic calculations (e.g., addition, subtraction, multiplication) for effective job performance.
6. Basic techniques of team building and leadership skills to promote and enhance the goals of the Department.
7. The Department's organizational structure to work effectively within the organization.
8. Emergency incident management systems (e.g., Incident Command System [ICS], Standardized Emergency Management System [SEMS], National Incident Management System [NIMS]) for proper incident organization and management.
9. Computer software (e.g., Microsoft Office Suite, Department-specific programs) to maintain accurate records, communicate effectively, and contribute to the Department operations.
10. Personnel procedures (e.g., employee evaluations, progressive discipline, effective supervision) to promote an effective workforce.
11. Various terminologies (e.g., Incident Command System [ICS], medical, emergency operations, fire prevention) to communicate effectively.

12. Corrective and adverse personnel actions on employees as part of the Progressive Discipline process to manage employees.
13. Safe work practices to provide a safe work environment for employees and the public.
14. The Department's Strategic Plan to carry out the daily activities of the California Department of Forestry and Fire Protection (CAL FIRE).
15. Applicable codes, laws, rules, and regulations (e.g., Public Resource Code [PRC], Health and Safety Code [HSC], Government Code) to ensure appropriate application in all Department programs.
16. Defensive driving techniques (e.g., traffic laws, intersection approach, utilization of warning devices) to safely operate Department vehicles in emergency and non-emergency situations.
17. State of California policies (e.g., fiscal, property, personnel) to ensure sound management practices.
18. Fire suppression principles for various types of fires (e.g., structural, vehicle, wildland) to safely and effectively mitigate an incident.
19. Supervisory roles in promoting equal opportunity (e.g., selection, development, promotion) of employees to maintain a discrimination and harassment free environment.
20. Equal Employment Opportunity (EEO) policies in the workplace to maintain a discrimination free work environment.
21. Factors affecting wildland fire behavior (e.g., fuel, weather, topography) for consideration in safe and effective operations.
22. Interagency relationships within Department programs to maintain effective cooperative relationships.
23. Laws and Department policies regarding mandatory training for employees to ensure compliance with applicable laws, rules, and regulations.
24. The Department's safety procedures and programs (e.g., Injury and Illness Prevention Program, Violence in the Workplace, Workers' Compensation Program, California Occupational Safety Health Administration [CAL/OSHA]) to achieve workplace safety.
25. Injury reporting procedures (e.g., State Compensation Insurance Fund, Injury Assessment Prevention System [IAPS], Procedure 800) to comply with Federal and State law, State policies and procedures.
26. Government forms (e.g., incident, personnel, safety) for effective job performance and proper documentation.
27. Department Intranet to access Department specific information, policies, and forms.
28. Emergency operations (e.g., rescue, fires, hazardous material incidents) to mitigate incidents in a safe and effective manner.
29. Hiring practices used in the selection and hiring process of personnel to secure an adequate workforce.
30. The Firefighters Bill of Rights, Peace Officer Bill of Rights, pertinent Penal Code Sections (e.g., 832.5), and Government Code Sections to ensure that employee rights are protected in accordance with State law.

31. Resources for supervision (e.g., progressive discipline, Equal Employment Office guidelines) located on the Department's Intranet for guidance and tools for managing employees.
32. Adverse effects (e.g., environmental, political, social, economic) of emergency operations to ensure safe and effective operations.
33. Bargaining unit agreements to ensure compliance with the terms of the agreements.
34. State and Department budgetary processes (e.g., budget changes, appropriate expenditures, fiscal deadlines) to ensure appropriate fiscal oversight.
35. Research and statistical methodology to support and/or develop Department programs.
36. Principles, methods, and terminology of resource management (e.g., forest and wildland management, environmental protection, conservation) for successful job performance.
37. Attendance, leave standards, and procedures (e.g., eFC33, e-Pay, e-PayFE) to accurately maintain personnel records.
38. Cooperative agreements (e.g., Federal, State, local) to ensure effective operations.
39. Department command, control policies and procedures for all incidents to meet the Department's mission.
40. Direct Protection Areas (DPA) (e.g., Federal, State, local) to adequately mitigate the incident and ensure responsible fiscal management.
41. Public relations methods within Department programs to provide effective communication.
42. The care, maintenance, application, and replacement of Personal Protective Equipment (PPE) to ensure employee safety.
43. Personnel policies (e.g., performance management, workers compensation, citizens' complaints) to ensure the health and wellbeing of employees.
44. The care, maintenance, and replacement of facilities to provide safe and adequate resources for employees.
45. Modern fire protection organization standards/guidelines and management practices (e.g., Fire Scope, National Fire Protection Association [NFPA], National Wildfire Coordinating Group [NWCG]) used to guide wildland and structural fire protection, as well as other emergency services.
46. The Department's Behavioral Health and Wellness Program (BHWP) (e.g., Employee Assistance Program [EAP], Employee Support Services [ESS], Peer Counseling, Critical Incident Stress Management [CISM], Substance Abuse Assistance Program [SAAP]) to encourage health and wellbeing of staff in accordance with Department policies and procedures.
47. The organization of State government (e.g., executive, judicial, legislative) and the roles of each for effective job performance.
48. California's legislative process to analyze and/or propose bills and address budgetary changes.
49. Department acquisition procedures to acquire materials and equipment to ensure appropriate fiscal operations.

50. State computer programs (e.g., California Automated Travel Expense Reimbursement System [CalATERS], Collective Data, Financial Information System for California [FI\$Cal], eFC33) to continue Department operations in compliance with policies and procedures.
51. Interagency agreements between State agencies (e.g., CAL FIRE, Department of Corrections and Rehabilitations [CDCR], California Conservation Corps [CCC], California Military Department [CMD]) to ensure effective operations.
52. Fire prevention principles and techniques to develop and implement fire prevention programs.
53. Department substance abuse policy to ensure workforce health and safety.
54. Command and control operations to ensure efficient utilization of emergency resources.
55. Necessary qualifications to enhance knowledge and skills in accordance with Federal and State regulations.
56. Instructional techniques, methods, and management of training programs to provide effective leadership and training.
57. Criminal and civil law as it pertains to Department legal compliance.
58. Firefighting equipment and apparatus capabilities for the efficient and effective management of emergency incidents.

Skill to:

1. Communicate in English (e.g., verbally, written) effectively to exchange and/or provide information and/or direction.
2. Produce written correspondence (e.g., email, letters, forms) to effectively convey information.
3. Lead and be part of a team to effectively communicate and accomplish job duties.
4. Operate a computer to accomplish job duties and ensure effective job performance.
5. Tactfully and diplomatically handle situations for successful job performance.
6. Use communication equipment (e.g., radio, cell phone, portable repeater) for effective communication in emergency and non-emergency situations.
7. Multi-task during emergency and non-emergency situations.
8. Speak to others to effectively convey information (e.g., public speaking, incident, safety, education).
9. Communicate performance standards and expectations to personnel both verbally and in writing.
10. Interpret various laws, rules, regulations, policies for compliance.
11. Safely operate Department vehicles through adverse conditions (e.g., heavy traffic, long drives, poor visibility).
12. Deal with a wide range of catastrophic issues during mitigation of emergencies.
13. Perform various office clerical activities (e.g., photocopy, file, fax) necessary for the administration of a program or project.
14. Properly utilize Personal Protective Equipment (PPE) for safe and effective operation and use.

Ability to:

1. Work as a member of a team to reach a common goal and/or objective.

2. Exercise sound judgment when making decisions.
3. Communicate (e.g., read, write, speak) effectively in English at a level required for successful job performance.
4. Demonstrate leadership under stressful conditions in both emergency and nonemergency situations to ensure safe and effective operations.
5. Communicate effectively (e.g., verbal, written, electronic) to ensure correct and clear information is conveyed and understood (e.g., normal operations, stressful situations, adverse conditions).
6. Accurately follow directions from supervisors or Executive.
7. Work independently to facilitate the mission of the Department.
8. Adapt to changing situations and circumstances (e.g., medical, fire, administrative) when completing work assignments to apply an effective course of action.
9. Explain complicated information and issues in simple, straightforward, understandable language.
10. Establish and maintain cooperative relationships with stakeholders, Department employees, and the public to meet the mission of the Department.
11. Oversee the implementation of new and/or revised programs to ensure effectiveness.
12. Identify problems and develop solutions to ensure appropriate action is taken.
13. Recognize sensitive situations (e.g., crime scene, fatality, vehicle accident) to maintain confidentiality.
14. Supervise operations (e.g., program, project, emergency) for successful job performance.
15. Manage time effectively, multi-task, and prioritize assignments to meet objectives.
16. Effectively coordinate the work of others to meet goals and objectives in a timely manner.
17. Make public presentations as a Department representative.
18. Prepare and maintain clear, accurate, and concise records and reports to communicate effectively.
19. Instruct others (e.g., public, staff, coworkers).
20. Analyze details from several sources to develop an appropriate conclusion.
21. Develop and implement action plans based on strategic analysis to effectively manage operations.
22. Use mobile communication devices (e.g., cell phones, radios, portable repeater) to effectively communicate in emergency and non-emergency situations.
23. Maintain the appropriate valid driver's and professional license(s) for effective job performance.
24. Extract specific details from complex information during verbal communication for successful operations.
25. Interpret and apply codes, laws, rules, and regulations (e.g., Public Resource Code [PRC], Uniform Fire Code, State Administrative Manual [SAM]) in all Department programs and activities.
26. Make long range planning decisions to meet the mission of the Department.
27. Listen effectively to complete job-related tasks.

28. Utilize software (e.g., Microsoft Office Suite, Department-specific programs) and technology (e.g., computers, webcams, cameras, tablets, audio/visual systems) to accomplish job duties and ensure effective job performance.
29. Effectively plan and implement programs, projects, and emergency operations for successful job performance.
30. Apply principles and methods of effective supervision to provide guidance and direction for successful job performance.
31. Effectively maintain a work environment which is free of discrimination and harassment for successful job performance.
32. Develop program plans and standards to further the Department's mission and goals.
33. Safely operate Department vehicles through adverse conditions (e.g., heavy traffic, long drives, poor visibility).
34. Participate in and assist with various projects to meet Department goals.
35. Resolve personnel issues at the lowest possible level for a cohesive work environment.
36. Perform mathematical calculations (e.g., addition, subtraction, multiplication) to prepare various reports and logs.
37. Fulfill supervisory responsibilities under the Ralph C. Dills Act to ensure successful job performance.
38. Prepare disciplinary actions (e.g., corrective memorandums, adverse actions, letters of expectation) to properly document employee performance.
39. Effectively promote Equal Employment Opportunity to maintain a compliant and fair work environment.
40. Perform at a command level during emergencies for successful incident mitigation.
41. Determine operational resources for appropriate use and effectiveness.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination, pursuant to Government Code section 18973.1, effective January 1, 2014 as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [CalHR Veterans Information](#).

SPECIAL REQUIREMENTS - FOR PEACE OFFICER POSITIONS ONLY

FELONY DISQUALIFICATION

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179 (b), or Division 2.5, Chapter 1, Article 4, Section 1722 (b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class. This felony disqualification applies only to those positions designated as peace officers.

BACKGROUND INVESTIGATION INFORMATION

Candidates selected for an appointment will be required to complete a Background Certification Statement regarding criminal convictions. A criminal conviction may preclude a candidate from employment; however, appointment commitments will be determined on a case-by-case basis.

CITIZENSHIP REQUIREMENTS

Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

CONTACT INFORMATION

Department of Forestry and Fire Protection
(916) 894-9580
CALFIREexams@fire.ca.gov

TDD is Telecommunications Device for the Deaf and is reachable only from phones
Equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)
STS is Speech-to-Speech Service for persons with a speech disability and is
reachable at
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

GENERAL INFORMATION

For all examinations (with or without a written feature), it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 894-

9580, three weeks after the cut-off/final filing date if he/she has not received a progress notification or notice to appear.

Applications are available online at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Forestry and Fire Protection reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference at [CalHR Veterans Information](#), and the Application for Veterans' Preference determination (CalHR 1093).

Felony Disqualification: You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.